

## POSITION DESCRIPTION

<b>Role Title</b>	:	<b>Medical Officer Special Scale (MOSS) Public Health COVID-19 Response</b>
<b>Reports To</b>	:	Clinical Director, Public Health South Service Manager, Public Health South
<b>Directorate</b>	:	Strategy, Primary and Community
<b>Direct Reports</b>	:	None
<b>Location</b>	:	Southern District Health Board (SDHB)
<b>Fixed Term Position</b>	:	

### ROLE OF THE DISTRICT HEALTH BOARD

#### Our Vision:

- Better Health, Better Lives, Whanau Ora

#### Our Mission:

- We work in partnership with people and communities to achieve their optimum health and wellbeing. We seek excellence through a culture of learning, enquiry, service and caring

#### Our Values:

<b>Kind</b> Manaakitanga	Looking after our people: we respect and support each other. Our hospitality and kindness foster better care.
<b>Open</b> Pono	Being sincere: we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.
<b>Positive</b> Whaiwhakaaro	Best action: we are thoughtful, bring a positive attitude and are always looking to do things better.
<b>Community</b> Whanaungatanga	As family: we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

#### Our Statutory Purpose:

- To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Maori and other population groups
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility

#### **PURPOSE OF THE ROLE**

The position's main objectives include:

To support the Public Health response to COVID-19, and in particular supporting the Public Health response to COVID-19 notifications by providing clinical leadership and coaching for scoping, gathering of Case and Contact details from new Cases, developing the Case Management Plan, lead case reviews, lead outbreaks, upskilling and coaching of team member,

To oversee COVID-19 testing for SDHB in particular liaising with WellSouth PHO regarding COVID-19 testing implementation; supporting Public Health staff in overseeing testing for border workers.

To support the provision of Pacific cultural +/- language input into PHS COVID-19 response, where possible and appropriate

- Other duties may include:
  - support the Public Health response to other disease notifications; provide clinical advice to clinicians and support nurses and health protection officers
  - Provision of public health and clinical care services in assigned areas in support of PHS activities in the control of communicable disease. (For example, Legionellosis, Tuberculosis, Gastroenteric diseases)
  - Provision of Pacific cultural +/- language input into PHS services beyond the COVID-19 response, where possible and appropriate

#### **DIRECTORATE CLINICIAN MANAGEMENT PARTNERSHIP**

- Clinical Director, Public Health South
- Medical Director Strategy, primary and community Directorate

#### **ORGANISATIONAL COMPETENCIES**

<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

ROLE SPECIFIC COMPETENCIES	
<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of your solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Learning on the Fly</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
<b>Strategic Agility</b>	Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
ROLE SPECIFIC COMPETENCIES	
<b>Building Effective Teams</b>	Blends people into teams when needed; creates strong morale and spirit in your team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
KEY RELATIONSHIPS	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Clinical Director, Public Health South</li> <li>• Relevant teams within PHS</li> <li>• Other Public Health Physicians/Medical Officers of Health, registrars and House Officers within PHS</li> <li>• Other SDHB colleagues</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Well South PHO</li> <li>• Relevant external groups and agencies</li> </ul>
KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED	
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>• You must be a medical practitioner registered with the NZMC and your qualification will enable General registration with the New Zealand Medical Council</li> </ul> <b>Experience/Knowledge</b> <ul style="list-style-type: none"> <li>• You will have received basic medical training with have qualifications and experience in public health</li> <li>• You will have had experience in public health programmes</li> <li>• You will have understanding of the challenges of best organising public health and public health responses and have an active participation in evidenced based practice</li> <li>• You can demonstrate good organisational and communication skills</li> </ul>	

- Experience in a multidisciplinary, multicultural environment within or outside of the New Zealand health sector

**Personal Skills and Competencies**

- Identification with an indigenous ethnicity from one of the Pacific Island countries or territories
- Involvement with one or more community of Pacific peoples in New Zealand +/- the Pacific region
- Ability to effectively and respectfully share insights into Pacific cultures and worldviews, in order to support others in better serving Pacific peoples

KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES
<b>Direct Clinical Duties</b>	<ol style="list-style-type: none"> <li>1. Attend weekly or more meeting with PHS staff and relevant partners regarding SDHBs COVID response</li> <li>2. At least fortnightly meetings with PHS SMOs</li> <li>3. Regular meetings with WellSouth PHO regarding the implementation of routine COVID surveillance testing and any pop-up clinics</li> <li>4. Monitor the COVID testing data to ensure equity of availability and accessibility of COVID testing for all SDHB populations, in particular for Māori and Pacific peoples.</li> <li>5. Provide clinical support for PHS communicable disease nurses, health protection officers, health promoters, and public health nurses for COVID related matters</li> <li>6. Provide advice and support to PHS staff for Pacific cultural +/- language input into PHS COVID-19 response, where possible and appropriate</li> <li>7. Provide insights to PHS clinical director and service manager into Pacific cultures and worldviews, in order to support others in better serving Pacific peoples in our COVID response</li> </ol>	Attendance at PHS relevant meetings
KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES
<b>Other Clinical Duties</b>	<ol style="list-style-type: none"> <li>1. Carry out a full range of ancillary and supportive functions to core clinical tasks such as; report writing, reading reports on patients, data interpretation from laboratory reports</li> <li>2. From time to time consult with specialist colleagues and other health professionals, both within and outside the employ of Southern DHB, to facilitate the</li> </ol>	

	<p>management of the population under your care</p> <ol style="list-style-type: none"> <li>3. Be available to give advice on and assistance with patient management to other specialists and GPs</li> <li>4. Liaison with the aged residential care sector as required regarding COVID</li> <li>5. Attend and fully contribute to meetings, including: <ol style="list-style-type: none"> <li>a. Clinical team meetings</li> <li>b. Meetings with management and other consultants as required</li> <li>c. Quality improvement and service development meetings as required</li> </ol> </li> <li>6. Conduct investigations and/or prepare reports for the Clinical Leader or Service Manager as required</li> </ol>	
<b>Patient Communication</b>	<ol style="list-style-type: none"> <li>1. Ensure that patients receive appropriate information regarding their condition and its management</li> <li>2. Attend sensitively and proactively to patient complaints and to adhere to Southern DHB policies and procedures on such matters</li> <li>3. Ensure that populations receive appropriate and adequate information to ensure they are well informed and are able to provide considered consent about their clinical management</li> </ol>	Appropriate and time response to complaints
<b>KEY ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>	<b>EXAMPLE MEASURES</b>
<b>Clinical Supervision of Staff</b>	<ol style="list-style-type: none"> <li>1. Delegate tasks and responsibilities appropriately to medical staff, assessing task complexity against assessed skill levels of individuals</li> <li>2. When not available, provide guidelines to junior medical staff for the medical management of patients</li> </ol>	
<b>Self-Education</b>	<ol style="list-style-type: none"> <li>1. Participate in regular clinical meetings with other members of both senior and junior Public health staff</li> <li>2. Remain conversant with current knowledge in the areas of specialist work in which you are actively practising by regular reading of medical journals, books and other relevant literature</li> <li>3. Maintain involvement in professional organisations in order to:</li> </ol>	

	<ul style="list-style-type: none"> <li>(a) fulfil CME and re-certification requirements</li> <li>(b) contribute to the maintenance of high professional and ethical standards in public health medicine</li> <li>(c) contribute to professional education and assessment programmes</li> </ul>	
<b>KEY ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>	<b>EXAMPLE MEASURES</b>
<b>Education of Others</b>	<ul style="list-style-type: none"> <li>1. Conduct formal and informal teaching sessions for medical staff to enhance their knowledge and clinical skills</li> <li>2. Contribute to case review sessions and other activities</li> <li>3. Conduct formal or informal teaching for other professional groups as availability allows</li> </ul>	
<b>Public Education</b>	<ul style="list-style-type: none"> <li>1. Advise individual patients regarding preventative aspects of health care</li> <li>2. Contribute where appropriate to health education</li> <li>3. Liaise with, and when necessary conduct lectures for, community support groups</li> </ul>	
<b>Quality</b>	<ul style="list-style-type: none"> <li>1. To be aware of and embrace the Performance, Excellence and Quality Improvement Strategy of the Southern DHB</li> <li>2. Contribute to quality improvement initiatives and the setting and monitoring of standards</li> <li>3. Maintain records for the purpose of medical audit and attend audit meetings</li> <li>4. Maintain a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics, with the Australia and New Zealand College of Physicians Guidelines, Protocols and Standards documents, with statutory and regulatory requirements and with Southern DHB policies and procedures</li> <li>5. Participate in College directed programmes for maintaining competency in clinical skills</li> <li>6. Maintain professional and organisational quality standards</li> <li>7. Ensure delivered work is planned, delivered, and implemented consistently against quality standards</li> </ul>	

	8. Continuously identify improvement opportunities to perform job in most effective manner	
<b>KEY ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>	<b>EXAMPLE MEASURES</b>
<b>Quality</b>	9. Investigate opportunities to achieve goals in a more efficient way	
<b>General</b>	Perform such other duties or tasks as appropriate to the services which may from time to time be required by the Clinical Director or the Service Manager	
<b>Treaty of Waitangi</b>	The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection	
<b>Health and Safety</b>	<p>1. Take initiative and identify, report and resolve issues that may cause harm to themselves or others in the work environment. Southern DHB is committed to achieving the highest level of health and safety for its staff</p> <p>2. Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times</p>	

*Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.*

*I have read and understand the above job description:*

Name : \_\_\_\_\_

Signed : \_\_\_\_\_

Date : \_\_\_\_\_